

Zakir Husain Delhi College

J.N. Marg

New Delhi

NOTICE INVITING TENDER (NIT)

Sealed tenders are invited under a **Two-Bid System** from reputed and experienced event management agencies for providing comprehensive event services for an official function, as per the details below:

### **1. Scope of Work**

The selected agency shall undertake complete event management, including :

1. Engagement and management of a reputed live singing artist (1.5–2 hours performance).
2. Stage setup including LED wall, professional lighting, and sound system (JBL/Line Array or equivalent).
3. Pandal arrangement, carpeting, VIP sofas, and seating arrangements.
4. Artist hospitality including travel, accommodation, and logistics.
5. Event coordination and on-ground management.
6. DJ services for both days.
7. Professional photography and 4K videography.

### **2. Eligibility Criteria**

The bidder must:

- Be a registered firm/company with valid **GST, PAN**.
- Submit copies of work orders and completion certificates.
- Not be blacklisted by any Govt. organization (self-declaration required).

### **3. Tender Schedule**

- Last Date of Submission: 04/04/2026 (12.00 noon)
- Date of Technical Bid Opening: 2.00 p.m. (same day)
- Date of Financial Bid Opening: 3.00 p.m. (same day)
- Place : Committee Room, Principal Office, Z.H.D.C.

### **6. Submission of Bids**

- **Envelope 1: Technical Bid** (Eligibility documents, experience, EMD, etc.)
- **Envelope 2: Financial Bid (BOQ)**

Both envelopes to be placed in a sealed cover superscribed:

**“Tender for Event Management Services” to be submitted at Reception of Principal Office**

## 7. Evaluation Method

- Technical bids will be evaluated first.
- Only technically qualified bidders' financial bids will be opened.
- Work will be awarded to L1

## 9. General Instructions

- Rates should be inclusive of all costs
- Conditional or incomplete bids will not be accepted.
- The authority reserves the right to cancel the tender without assigning any reason.

## ANNEXURES TO BE ATTACHED WITH TECHNICAL BID FORMAT


Bidders must submit:

1. Firm/Company Name
2. Address & Contact Details
3. GST Registration Certificate
4. PAN Card Copy
5. Experience Details (last 3–5 years)
6. List of Similar Works (with proof)
7. Undertaking for Non-Blacklisting
8. Blank Cancelled cheque (UPI)

## ANNEXURES TO BE ATTACHED WITH FINANCIAL BID

S. No.	Description of Item	Qty	Unit	Rate (₹)	Amount (₹)
1	Live Singing Artist (1.5–2 hrs)	1	Job		
2	Stage Setup with LED Wall	1	Job		
3	Sound System (JBL/Line Array)	1	Job		
4	Lighting Arrangement	1	Job		
5	Pandal, Carpeting & Seating	1	Job		
6	VIP Sofas/Chairs	1	Job		
7	Artist Hospitality & Logistics	1	Job		
8	Event Coordination	1	Job		
9	DJ Services (2 Days)	1	Job		
10	Photography (Professional)	1	Job		
11	4K Videography	1	Job		
	<b>Total (₹)</b>				
	<b>GST (if applicable)</b>				
	<b>Grand Total (₹)</b>				

NSI  
(SIGNATURE)

  
(DR. SATISH GANTA)